



Recruiting
Late summer 2009 – Peak hiring spring 2010
Call 866-861-2010



Non-Supervisory Positions

(Non-Supervisory Exam required D-267)

<u>Position</u>	<u>Pay rate</u>	<u>Tentatively Hiring</u>
Recruiting Assistant (RA) <i>Recruiting Assistants serve as local representatives who get the word out about census jobs in the area to which they are assigned. As a Recruiting Assistant, you are responsible for attracting people to apply for census jobs and may administer employment testing</i>	\$16.50-\$18.50/hr	Aug'09 – Dec'09
Office Clerk <i>Performs a wide variety of clerical functions associated with office processing, field operations, recruiting, testing and administrative operations.</i>	\$11.25-\$12.75/hr	Oct'09 – Dec '09
Crew Leader (CL) <i>Leads and regularly meets with Enumerators in the field to provide on-the-spot assistance and supervision.</i>	\$16.50-\$18.50/hr	Jan 2010 – Apr 2010
Crew Leader Assistant (CLA) <i>Assists Crew Leader with all field duties, including selection, training of new hires and assigning work to enumerators. Meets with Enumerators daily to ensure that they are completing assigned work accurately and within deadlines.</i>	\$15.00-\$17.00\$/hr	Jan 2010 – Apr 2010
Enumerator/Lister <i>Completes assignments which involve locating, listing addresses and conducting interviews with respondents. Explains the purpose of the census and asks questions to complete the census forms. Records data on forms. Meets with supervisor at specified times for reviewing and turning in work.</i>	\$15.00-\$17.00\$/hr	Jan 2010 – Apr 2010

If you have previously tested August-2008 thru March 2009, and have not received a job offer by the end of March for our first operation, you do not have to re-test. Your application will remain in our applicant pool for selection during our next peak hiring.

Please understand that not every qualified applicant will be hired. Selections are made based on several factors including successful employment test, test score, language skills, completed application, favorable background check, work availability in your community, hours you are available, and veteran's preference. For more information, please contact us or visit our website:

Practice test available [online](http://www.2010censusjobs.gov)

www.2010censusjobs.gov

866-861-2010

Department of Commerce U.S. Census Bureau an Equal Opportunity Employer